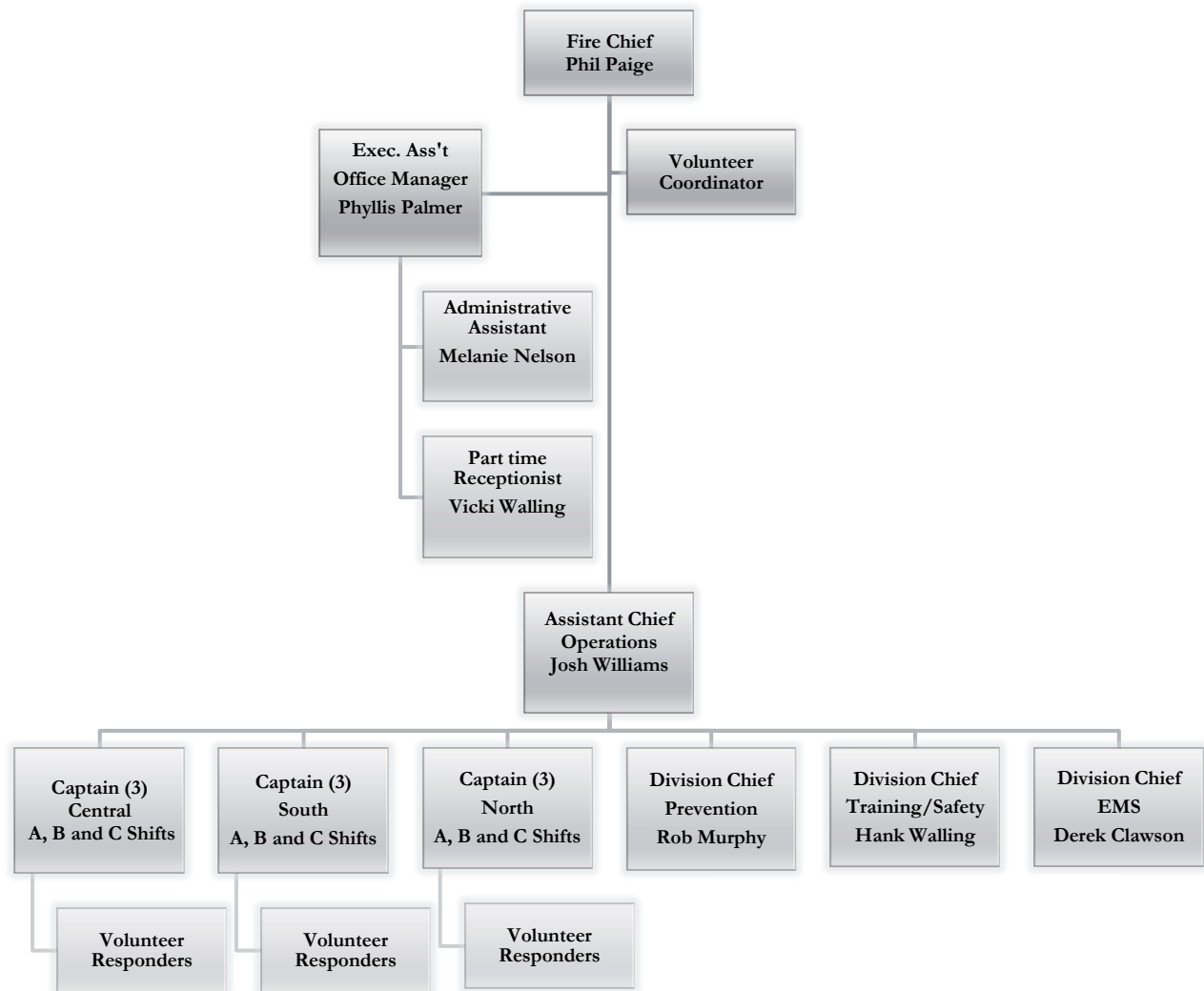


CENTRAL COAST FIRE AUTHORITY

Recommended Administrative Structure



CENTRAL COAST FIRE AUTHORITY

Chief Officers - Administrative Duties

Fire Chief – Phil Paige

- Oversight of contractual services
- Provides leadership and direction to organization
- Sets fire department policy
- Budget development and management
- Collaborates and maintains partnerships with and supports other fire districts and city departments
- Implements the goals, strategies, programs and policies of the Central Coast Fire Authority Board
- Oversees development and implementation of the strategic plan
- Attends City Council and Board meetings
- Interacts with various community groups
- Supervise Assistant Chief, Executive Assistant/Office Manager and Volunteer Coordinator
- Monitors community fire protection risks

Assistant Chief / Operations – Josh Williams

- Operations (Fire, EMS, Hazardous Materials, Rescue)
- Personnel matters
- Employee relations
- Report management system coordinator
- Strategic plan implementation
- Operation Manual, SOG's
- Pre-Employment testing and evaluation
- Willamette Valley Dispatch Liaison
- Supervise Shift Captains and the Chiefs of Training, EMS and Prevention Divisions
- ISO Coordination

Division Chief / Fire Prevention - Rob Murphy

- Fire code administration
- Fire investigations
- Hazardous materials management
- Fire code review & adoption
- Inspection programs
- New development and construction plan review
- Public education and information programs
- Supervise: Senior Inspector & 2 Inspectors
- Strike Team Leader
- Attend District Meetings & Prepare Staff reports
- Disaster Preparedness and Emergency Management Programs
- CERT Team management and coordination

Division Chief / Training & Safety – Hank Walling

- In-service and specialized training coordination for career and volunteer personnel
- Training schedule and calendar
- Recruit testing
- DPSSST certification coordination and recordkeeping
- Development and maintenance of training facilities
- Cadet Program
- Training records and report management
- Representative to Safety Committees
- Safety operations and procedures
- Promotional exam design and preparation
- COCTOA representative
- Wellness program coordinator
- Respiratory protection program coordinator
- Probationary education, training, testing, academy
- Training requests & reimbursement

Division Chief / EMS – Derek Clawson

- EMS Training Coordinator
- Quality Assurance Program
- Recruit EMS Evaluations
- Medical Supply, Equipment Specification and Purchase
- Ambulance Billing Coordinator
- EMS Report Management System, Records Custodian
- Hospital, County and State EMS Liaison
- EMS Public Education
- Privacy Officer (HIPAA)
- Designated Officer (Blood Borne Pathogens)
- Pre-employment Testing & Evaluation
- ASA coordination, management and budget
- Certification / recertification management
- Controlled substance manager
- Protocol & documentation compliance
- EMS system structure & oversight
- AED/CPR Programs